

**CAPITAL COMMUNITY COLLEGE
PLACEMENT TESTING SPECIALIST**

**CCP 15, 12 Month
Full Time, Tenure Track Position**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 950 Main Street, Hartford, CT
Hours: 35 Hours a week
Salary: \$46,674 approximate annual.
Closing Date: March 14, 2014

General Knowledge,

Skills and Ability: A bachelor's degree in an appropriately related field together with one to four years of experience or a combination of education, training and experience which would lead to the competencies required for successful performance of the positions essential duties. Incumbents should demonstrate knowledge and abilities in: (1) computerized testing and instruction methods; (2) strong information technology literacy skills; (3) training and leading staff; and (4) excellent oral and written communication skills.

General

Experience: The Placement Testing Specialist performs assessment testing of students' basic academic skills at the college. The incumbent will report to the Director of Student Services and may be assigned to provide administrative support services in addition to testing. The incumbent will be required to establish and maintain collaborative and cooperative relationships with students, faculty and staff within the College. In addition, the position is accountable for assisting in the operation of the College's enrollment and multiple measures of student success assessment through the effective performance of: (1) testing administration; (2) administrative support; (3) training and leading assigned staff.

Substitution

Allowed: Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application

Instructions: Send letter of intent, BOR Employment Application (found on the following website: <http://www.ct.edu/hr/employment>), resume, transcripts and the names of three references to:

**Josephine Agnello-Veley
Assistant Director of Human Resources
Capital Community College
950 Main Street
Hartford, CT 06103
Email: CA-HRApplclicant@ccc.commnet.edu**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.